

Virginia Department of Social Services

# Professional Development Catalog for Child Care Professionals

FALL 2010

**Register  
NOW!**



# FALL 2010 CALENDAR OF CLASSES BY REGION

DATE	NORTHERN				SOUTHWEST	
	Weyers Cave Blue Ridge Community College	Springfield NOVA Community College	Alexandria NOVA Community College	Fredericksburg Germanna Community College	Abingdon Southwest VA Higher Education Center	Wytheville Wytheville Meeting Center
9/18		School-Age Ages and Stages 60537* Page 12	Nurturing Partnerships with Parents 60419* Page 18			
9/25		Emergency Preparedness 60487* Page 14	Preschool Physical Activities 60500* Page 20			
10/2		Preventing Preschool Obesity 60523* Page 13	Infant and Toddler Ages and Stages 60186* Page 12		Social Emotional (Module 4) for Directors 60507* Page 17	Playground Safety 60463* Page 19
10/9			Infant and Toddler Learning Environment 60194* Page 13		Emergency Preparedness 60488* Page 14	
10/16		For the Love of Science 60531* Page 15	Introduction to Inclusive Child Care 60496* Page 16			Preventing Preschool Obesity 60525* Page 13
10/23		Social Emotional (Module 4) for Directors 60508* Page 17	Reframing Discipline 60427* Page 21			
10/30		Infant and Toddler Activities 60198* Page 19			Preschool Physical Activities 60502* Page 20	
11/6		Infant and Toddler Guiding Behaviors 60205* Page 15	Preventing Preschool Obesity 60527* Page 13		For the Love of Science 60533* Page 15	
11/13	Playground Safety 60470* Page 19	Brain Development I 60413* Page 14	Social Emotional (Module 4) for Directors 60510* Page 17			
11/20	Preschool Physical Activities 60504* Page 20	Preventing Injuries 60452* Page 21	Emergency Preparedness 60493* Page 14			School-Age Ages and Stages 60542* Page 12
11/27	THANKSGIVING WEEKEND					
12/4	Introduction to Inclusive Child Care 60499* Page 16	Observation and Recording 60426* Page 18	For the Love of Science 60536* Page 15	Playground Safety 60472* Page 19		

\* Class Registration Number

# FALL 2010 CALENDAR OF CLASSES BY REGION

DATE	PIEDMONT	EASTERN		CENTRAL		
	Roanoke Roanoke Higher Education Center	Hampton Thomas Nelson Community College	VA Beach Tidewater Community College	Chester John Tyler Community College	Richmond Community College Workforce Alliance	Charlottesville Piedmont Virginia Community College
9/18	Brain Development I 60208* Page 14	Infant and Toddler Ages and Stages 60184* Page 12			Infant and Toddler Ages and Stages 60183* Page 12	
9/25	For the Love of Science 60529* Page 15	Infant and Toddler Learning Environment 60187* Page 13	Social Emotional (Module 4) for Directors 60506* Page 17	Observation and Recording 60423* Page 18		Infant and Toddler Ages and Stages 60185* Page 12
10/2	Introduction to Inclusive Child Care 60495* Page 16	Brain Development I 60411* Page 14	Preschool Physical Activities 60501* Page 20	Infant and Toddler Learning Environment 60191* Page 13	School-Age Ages and Stages 60538* Page 12	Infant and Toddler Learning Environment 60192* Page 13
10/9	School-Age Ages and Stages 60539* Page 12	For the Love of Science 60530* Page 15	Nurturing Partnerships with Parents 60420* Page 18		Preventing Preschool Obesity 60524* Page 13	
10/16	Observation and Recording 60424* Page 18	Infant and Toddler Activities 60197* Page 19	School-Age Ages and Stages 60540* Page 12		Infant and Toddler Activities 60195* Page 19	Emergency Preparedness 60489* Page 14
10/23	Playground Safety 60464* Page 19	Infant and Toddler Guiding Behaviors 60202 Page 15	Emergency Preparedness 60490* Page 14	Infant and Toddler Guiding Behaviors 60204 Page 15	For the Love of Science 60532* Page 15	
10/30	Emergency Preparedness 60491* Page 14	Introduction to Inclusive Child Care 60497* Page 16	Preventing Preschool Obesity 60526* Page 13	Brain Development I 60412* Page 14	Social Emotional (Module 4) for Directors 60509* Page 17	Nurturing Partnerships with Parents 60421* Page 18
11/6	Infant and Toddler Activities 60200* Page 19	Reframing Discipline 60428* Page 21		Playground Safety 60469* Page 19	Preschool Physical Activities 60503* Page 20	School-Age Ages and Stages 60541* Page 12
11/13	Infant and Toddler Guiding Behaviors 60206* Page 15	Emergency Preparedness 60492* Page 14	For the Love of Science 60534* Page 15		Nurturing Partnerships with Parents 60422* Page 18	Reframing Discipline 60429* Page 21
11/20	Preventing Preschool Obesity 60528* Page 13	Playground Safety 60471* Page 19	Observation and Recording 60425* Page 18	Introduction to Inclusive Child Care 60498* Page 16	Preventing Injuries 60451* Page 21	For the Love of Science 60535* Page 15
11/27	THANKSGIVING WEEKEND					
12/4	Social Emotional (Module 4) for Directors 60511* Page 17	Preschool Physical Activities 60505* Page 20	Preventing Injuries 60453* Page 21	Reframing Discipline 60430* Page 21	Emergency Preparedness 60494* Page 14	Preventing Injuries 60458* Page 21

\* Class Registration Number



*VDSS Mission:  
People helping people triumph over poverty, abuse  
and neglect to shape strong futures for themselves,  
their families and communities.*

August 2010

Dear Early Childhood Professionals:

We are moving in a very positive direction, and I am excited to tell you about some of our new courses and initiatives! The Division of Child Care and Early Childhood Development is diligently working to improve the field of child care as a profession.

Wouldn't it be great to go to a Web site, sign-on and access your training history that includes your annual training hours and lists the competency skills that were addressed in those courses? As the child care industry is perceived to be more valuable to working families and accountability grows, the professional development requirements for early care and education teachers will increase. We are already seeing an increase in teacher qualification and training hour requirements for Head Start, the Virginia Preschool Initiative, NAEYC accredited programs, licensed programs, and child care providers receiving subsidy dollars. The quality rating and improvement system (called Virginia's Star Quality Initiative - in its third pilot year), encourages programs to hire child care teachers with solid early childhood credentials. It is our hope that one day Virginia's Start Quality Initiative will become a statewide program and the need for qualified child care teachers/providers will be essential for competition in the marketplace.

The Division of Child Care and Early Childhood Development is here to support your increasing professional development needs. With input from your colleagues, we are building a strong, professional development infrastructure for Virginia's early childhood professionals to include the following:

- Practical, competency-based training courses that build on each other and provide a more comprehensive foundation of child development knowledge and skills;
- Courses that contribute to VDSS Endorsements, the national Child Development Associate credential and college credits;
- More distance and self-paced learning options so training can be done at your convenience, at home;
- Development of a professional registry for one-stop shopping of your training history, list of quality trainers and VDSS-approved courses, resume assistance; and
- Resources for program quality improvement (e.g., the Infant and Toddler Specialist Network with a coaching component).

You may stay updated with new initiatives/resources at: [http://www.dss.virginia.gov/family/cc/professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi) and <http://www.dss.virginia.gov/family/cc/links.cgi>. This semester, we have a few new courses that we encourage you to attend, including *For the Love of Science! Fostering Curiosity!* (see Page 15) and *Module 4 – Promoting Social Emotional Competence – Leadership Strategies for Supporting Children's Social Emotional Development and Addressing Challenging Behavior* (see Page 17). In the near future, look for more online courses, an advanced early childhood endorsement program, and a much-needed Virginia school-age credential.

Please take heart in the fact that parents cannot meet their obligations without you and that you are very much appreciated for the special part you play in their child's life. Your responsibility as a professional is to continue to learn and improve your skills. In other words...

- keep educating yourself on new techniques and strategies for cognitively stimulating the children;
- improve your skills and knowledge frequently by reading about child development and research trends, taking courses, and attending professional conferences to network; and
- challenge yourself weekly to try something new, such as adding a positive, social-emotional booster technique with the children, trying a child-focused theme, changing your direction with behavior management, or reaching out more to parents.

For many child care staff, working in child care is just a job and not a career due to the low wages. Working and staying in the child care field requires a commitment and dedication to families, our communities and to the future of the world. Thank you for taking your profession seriously by taking ownership of your part in raising the quality of care. We aim to serve you and provide the resources you need to succeed.

Sincerely,

Kathy D. Gillikin, Quality Child Care Program Manager  
Division of Child Care and Early Childhood Development



# VIRGINIA DEPARTMENT OF SOCIAL SERVICES

## TABLE OF CONTENTS

### REGISTRATION INFORMATION

Registration Information .....	2
Training Classes and Fees for Fall 2010 .....	4
VDSS Class Registration Form.....	5

### SPECIAL PROGRAMS

VDSS Early Childhood Endorsement Program (ECEP) .....	8
Medication Administration Training (MAT) Program.....	10

### FALL 2010 CLASSES

Ages and Stages of Development for Infants and Toddlers .....	12
Ages and Stages of Development for School-Age Children.....	12
<b>REVISED</b> Beyond Baby Fat: The Truth about Preschool Obesity .....	13
Creating an Appropriate Learning Environment for Infants and Toddlers .....	13
Emergency Preparedness .....	14
Every Teacher is a Brain Surgeon – Exploring Brain Development – Part 1 .....	14
<b>NEW</b> For the Love of Science! Fostering Curiosity! .....	15
Guiding the Behaviors of Infants and Toddlers.....	15
Introduction to Inclusive Child Care .....	16
<b>NEW</b> Module 4 – Promoting Social Emotional Competence – Leadership Strategies for Supporting Children’s Social and Emotional Development and Addressing Challenging Behavior.....	17
Nurturing Productive Partnerships with Parents.....	18
Observation and Recording: It’s Not Always Obvious .....	18
Planning Activities for Infants and Toddlers.....	19
Playground Safety.....	19
Preschool Physical Activities: Let’s Get Them Moving!.....	20
<b>REVISED</b> Preventing Injuries in the Child Care Environment.....	21
Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills .....	21

### ADDITIONAL EDUCATIONAL OPPORTUNITIES

#### Distance Learning

Read-A-Book Program .....	23
Video Training Series .....	24
Child Abuse and Neglect Online Course .....	24
National Program for Playground Safety (NPPS) Online Training Opportunities .....	24

#### Additional Training Resources

Training Information for Provider Success (TIPS) Calendar.....	25
Director’s Toolbox .....	25
Virginia Child Care Provider Scholarship Program.....	25
Early Care and Education Resource Documents.....	25
Virginia Department of Health, Division of Injury and Violence Prevention .....	25
Virginia Department of Labor and Industry, Division of Registered Apprenticeship .....	25
Virginia Child Care Resource and Referral Network (VACCRRN).....	26
Square One .....	26
The Virginia Infant & Toddler Specialist Network.....	27
<b>NEW</b> Reducing the Risk of SIDS in Child Care – 1-Hour Online Training Module from the American Academy of Pediatrics (AAP).....	27

#### Other Resources

Earned Income Tax Credit (EITC) Program.....	27
Virginia Small Business Financing Authority - Child Care Financing Program.....	27
<b>NEW</b> Never Shake a Baby .....	27
1-2-3 READ! Virginia .....	28

### VIRGINIA PROFESSIONAL DEVELOPMENT CAREER LATTICE



**CAREFULLY REVIEW  
REGISTRATION INFORMATION!**

# Registration Information

Early/School-age Care and Education Professional Classes  
**REGISTRATION INFORMATION**  
**PLEASE REVIEW CAREFULLY!**

The Division of Child Care and Early Childhood Development, a part of the Virginia Department of Social Services, provides classes throughout the Commonwealth of Virginia for early/school-age care and education professionals. This catalog includes the following:

- Classes for the Fall 2010 Semester – including a calendar of classes by region
- Additional Educational Opportunities
- Other Resources
- Virginia Professional Development Career Lattice

The VDSS training catalog may be viewed at [http://www.dss.virginia.gov/family/cc/development\\_catalog.cgi](http://www.dss.virginia.gov/family/cc/development_catalog.cgi). These classes are open to early/school-age care and education professionals from:

- Licensed child day centers
- Religious exempt child day centers
- Certified preschools
- Head Start programs
- Public school preschool programs
- Licensed family day homes
- Voluntarily registered family day homes
- Family day homes approved by a family day system
- Unregulated child care providers paid by local departments of social services
- Other early/school-age care and education professionals

**REGISTRATION PROCEDURES AND PAYMENT OPTIONS**

**General Information**

- Carefully review the catalog and the registration procedures and payment options.
- Use the Fall 2010 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the VDSS Class Registration Form as needed and **fully complete one (1) form per participant**.
- Make a copy of the completed VDSS Class Registration Form for your records before you submit it.
- Community College Workforce Alliance (CCWA) will mail class confirmation letters and directions once registrations have been received.
- If the class is filled or your registration arrives late, your payment will be returned to you.  
CCWA MUST RECEIVE REGISTRATION SEVEN (7) DAYS PRIOR TO THE CLASS DATE. No late registration will be accepted.
- A \$15 fee will be charged on checks returned for insufficient funds.
- Refreshments will no longer be provided.

**Registration Options**

**1. To Register for Classes by Mail**

- Fully complete the VDSS Class Registration Form on page 5 (**one (1) form per participant**).
- **Reminder:** Make a copy of the completed VDSS Class Registration Form for your records before you mail it!
- Mail the form with your payment made payable to:

**COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)**

ATTN: Child Care Classes (NR)  
P.O. Box 85622  
Richmond, VA 23285-5622



Early/School-age Care and Education Professional Classes  
**REGISTRATION INFORMATION**  
**PLEASE REVIEW CAREFULLY!**

**2. To Register for Classes by Fax (Credit Card Payments Only!)**

- Fax your completed Registration Form (credit card payment information must be completed) to: (804) 371-3414

**3. To Register ONLINE (Credit Card Payments Only!)**

- GO TO [www.ccwa.vccs.edu](http://www.ccwa.vccs.edu)
- Click on: **VDSS Child Care Training**
- Select your class
- Complete the Online Registration Form (credit card payment information must be completed)
- Click Submit. (You will receive a confirmation that your registration has been received. This is NOT your confirmation to attend the class. CCWA will mail class confirmation letters and directions after registrations are processed.)

**Attending Classes**

- You **MUST** bring your class confirmation letter to the class in order to be admitted and to receive a certificate.
- **If you have not received a confirmation letter at least one week prior to the class date, please call the CCWA office at (804) 523-2298 or email [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu).**
- **Do not attend the class unless you receive a confirmation letter or verify with CCWA that you are registered.**
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will not be admitted.
- If you are unable to attend or plan to send a substitute in your place, please call the CCWA office as soon as possible at (804) 523-2298.
- **Be on time.** Review directions and a map in advance to avoid getting lost. Clock hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Participants bringing children will not be admitted.

**Refunds**

Participants may withdraw up to five business days before the class is scheduled to begin and receive a refund. No refunds are provided after this time. **To withdraw from a class, you must notify CCWA in writing.** Refund checks come from the Virginia State Treasury office and generally **will take six weeks to process.**

**Cancelled Classes**

Each class is offered on the condition of adequate enrollment; VDSS and CCWA reserve the right to cancel or discontinue any class because of low enrollment or for other reasons deemed sufficient. VDSS and CCWA reserve the right to make the necessary changes in this schedule that may be dictated by enrollment, personnel requirements, or availability of facilities.

**If a class is cancelled by VDSS or CCWA, a credit will be issued toward a future class.**

**Continuing Education Units (CEUs)**

In addition to the clock hours you will earn for each class, all VDSS early/school-age care and education professional classes now offer CEUs. The number of CEUs awarded depends upon successful class completion and varies according to class length. 0.1 CEU is awarded for each hour of actual instruction (e.g., a 4-hour class = 0.4 CEUs).

The Community College Workforce Alliance (CCWA) is a partnership between J. Sargeant Reynolds Community College and John Tyler Community College to serve the workforce and economic development needs of the region.



## TRAINING CLASSES AND FEES FOR FALL 2010

TOPIC/TITLE	COURSE NUMBER	FEES PER PERSON	PAGE NUMBER
Ages and Stages of Development of Development For Infants and Toddlers (4 hours)	CHLD 2011	\$10.00	Page 12
Ages and Stages of Development for School-Age Children (4 hours)	CHLD 2042	\$10.00	Page 12
<b>REVISED</b> Beyond Baby Fat: The Truth about Preschool Obesity (3 hours)	CHLD 2040	\$10.00	Page 13
Creating an Appropriate Learning Environment For Infants and Toddlers (4 hours)	CHLD 2012	\$10.00	Page 13
Emergency Preparedness (6 hours)	CHLD 2030	\$25.00	Page 14
Every Teacher is a Brain Surgeon – Exploring Brain Development – Part 1 (4 hours)	HLTH 2124	\$10.00	Page 14
<b>NEW</b> For the Love of Science! Fostering Curiosity! (6 hours)	CHLD 2041	\$25.00	Page 15
Guiding the Behaviors of Infants and Toddlers (4 hours)	CHLD 2014	\$10.00	Page 15
Introduction to Inclusive Care (3 hours)	CHLD 2031	\$10.00	Page 16
<b>NEW</b> Module 4 – Promoting Social Emotional Competence - Leadership Strategies for Supporting Children's Social and Emotional Development and Addressing Challenging Behavior (6.5 hours)	CHLD 2039	\$25.00	Page 17
Nurturing Productive Partnerships with Parents (4 hours)	CHLD 2006	\$10.00	Page 18
Observation and Recording: It's Not Always Obvious (4 hours)	CHLD 2007	\$10.00	Page 18
Planning Activities for Infants and Toddlers (4 hours)	CHLD 2013	\$10.00	Page 19
Playground Safety (3 hours)	CHLD 2019	\$10.00	Page 19
Preschool Physical Activities: Let's Get Them Moving! (4 hours)	HLTH 2155	\$10.00	Page 20
<b>REVISED</b> Preventing Injuries in the Child Care Environment (4 hours)	CHLD 2009	\$10.00	Page 21
Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills (4 hours)	CHLD 2008	\$10.00	Page 21

**NOTE: This form cannot be submitted electronically from the VDSS Web site. Fill out, print and mail or fax to CCWA.**

You can either print a copy of the blank form and write in the requested information, or you can type the requested information directly into the Registration Form and print it. You cannot save data typed into this form. Mail or fax the completed form(s) to CCWA as directed at the bottom of the form.

## VDSS CLASS REGISTRATION FORM

### One Registration Form Per Participant

Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Full Middle: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Have you ever attended or been employed by a Virginia community college? ☐ No ☐ Yes If yes, please provide your EMPLID: \_\_\_\_\_

Racial / ethnic group (optional): ☐ American Indian ☐ Asian or Pacific Islander ☐ Black ☐ Hispanic ☐ White ☐ Other: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Mailing Address—Confirmation Letter Will Be Mailed to this Address (Please check one.)** ☐ Home ☐ Business

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City or county of residence: \_\_\_\_\_

Employer business name: \_\_\_\_\_

Employer business phone: ( \_\_\_\_\_ ) \_\_\_\_\_, extension: \_\_\_\_\_ Business fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Employer business street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Please enroll me in the following early/school-age care and education professional class(es):

Course Number	Registration No.	Course Title	Date	Location	Cost
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### Payment Information

☐ Check (**MAKE PAYABLE TO CCWA**) Check #: \_\_\_\_\_

☐ Credit Card ☐ Visa ☐ MasterCard Credit card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

CVV number (3-digit security code found on the back of your credit card): \_\_\_\_\_

Cardholder's name (please print): \_\_\_\_\_

Agency / corporate card? ☐ No ☐ Yes Employer name: \_\_\_\_\_ EIN no: \_\_\_\_\_

\*Participant's Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Mail the form with your payment made payable to:

Community College Workforce Alliance (CCWA)  
ATTN: Child Care Classes (NR)  
P.O. Box 85622  
Richmond, VA 23285-5622

**OR**

**Fax** this form with credit card information to: (804) 371-3414.

**For questions, please call CCWA at (804) 523-2298 or email [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu). To view the catalog, visit the Virginia Department of Social Services at [http://www.dss.virginia.gov/family/cc/development\\_catalog.cgi](http://www.dss.virginia.gov/family/cc/development_catalog.cgi).**

\*SSN is required in order to register per Section 6050S of the Restructuring and Reform Act of 1998. The VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.

## NOTES:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Special Programs





## VIRGINIA DEPARTMENT OF SOCIAL SERVICES (VDSS) EARLY CHILDHOOD ENDORSEMENT PROGRAM (ECEP)

The Early Childhood Endorsement Program is designed to provide basic knowledge for working with children of specific ages (infants and toddlers or preschool). The ECEP is a collaboration between VDSS, the Virginia Community College System (VCCS), and the Community College Workforce Alliance (CCWA).

### The VDSS Early Childhood Endorsement Program offers two endorsements:

1. Infant and Toddler Endorsement
2. Preschool Endorsement

### VDSS Early Childhood Endorsements can be valuable as:

1. Entry-level credentials for employment in the field of early childhood, or
2. Demonstration of basic knowledge in working with infants and toddlers or with preschool children, or
3. Supplements to a child-related degree or credential that does not include instruction on infants and toddlers or preschool children, or
4. Supplements to a degree or credential outside the field of early childhood.

Additionally, completion of classes for the Endorsements can fulfill professional development options for teaching licensure renewal requirements, annual licensing requirements, and professional development options for early childhood professionals participating in Virginia's Star Quality Initiative.

### Participants have two options by which to achieve an endorsement:

1. Successful completion of the required VDSS sponsored classroom-based courses as outlined on page 9.
2. Successful completion of the required college credit courses offered by the Virginia Community College System (CHD 166 – Infant and Toddler Programs or CHD 120 – Introduction to Early Childhood Education).

#### Option 1 –

#### Participation via Completion of VDSS Sponsored Courses

Individuals who participate in the VDSS Early Childhood Endorsement Program (Infant and Toddler Endorsement or Preschool Endorsement) via completion of VDSS sponsored courses must:

- Register to attend component courses as outlined on page 9.
- Attend all required courses.
- Receive written and project assessments from the instructor at the end of each class (15-30 minutes).
- Complete all written and project assessments.
- Submit completed assessments for each ECEP course to VDSS for grading.
- Receive a passing score for each required course to receive the Endorsement.

### Eligibility for College Credit

Upon completion of either of the Early Childhood Endorsements (Infant and Toddler or Preschool) through participation in VDSS sponsored courses, participants may choose to apply for college credit. To be eligible to apply for college credit, individuals must:

1. Achieve a grade of C or better on all course materials submitted for the ECEP.
2. Keep all materials included in the program (participant handouts, texts, graded assessments, and projects) in a portfolio for future review. Information on developing and submitting a portfolio for review to receive college credit will be distributed to successful candidates with the awarding of the VDSS ECEP Certificate of Completion.

#### Option 2 –

#### Participation via Completion of College Credit Courses

Upon successful completion of either CHD 166, Infant and Toddler Programs, or CHD 120, Introduction to Early Childhood Education, through the Virginia Community College System, individuals become eligible for the corresponding VDSS Early Childhood Endorsement. Those who successfully complete CHD 166, Infant and Toddler Programs, are eligible to apply for the VDSS Infant and Toddler Endorsement. Those who successfully complete CHD 120, Introduction to Early Childhood Education, are eligible to apply for the VDSS Preschool Endorsement.

To apply for either VDSS Early Childhood Endorsement based upon completion of college credit courses:

1. Complete the application (available at [www.dss.virginia.gov/family/cc/professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi)).
2. Enclose a copy of the college transcript indicating completion of the course(s) or a Letter of Completion from your instructor. You must receive a passing grade to qualify for the Endorsement.
3. Submit application, transcript or letter, and \$10.00 processing fee for each endorsement requested to VDSS.

For additional information, please contact:

Aleta Lawson

Division of Child Care and Early Childhood Development  
Virginia Department of Social Services  
(804) 726-7468

[ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov)

[www.dss.virginia.gov/family/cc/professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi)

## VDSS Early Childhood Endorsement Program Courses

### I. Infant and Toddler Endorsement

The Infant and Toddler Endorsement requires completion of the following 12 courses. Each course will be offered once per year as outlined below:

#### Each Spring

Beyond Babble: Exploring Early Language Development  
Child Abuse and Neglect: Recognition and Reporting  
Health Screening for Child Care Professionals  
Understanding Temperaments to Help Infants and Toddlers Learn and Develop

#### Each Fall

Part 1 - Ages and Stages of Development for Infants and Toddlers (pg 12)  
Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers (pg 13)  
Part 3 - Planning Activities for Infants and Toddlers (pg 19)  
Part 4 - Guiding the Behaviors of Infants and Toddlers (pg 15)  
Nurturing Productive Partnerships with Parents (pg 18)  
Observation and Recording: It's Not Always Obvious (pg 18)  
Preventing Injuries in the Child Care Environment (pg 21)

#### Self-Study

Early Childhood Theorists  
(For registration information contact: [ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov) or (804) 726-7468.)

### II. Preschool Endorsement

The Preschool Endorsement requires completion of the following 12 courses. Each course will be offered once per year as outlined below:

#### Each Spring

Part 1 - Ages and Stages of Development of Preschoolers Ages Three to Five  
Part 2 - Creating an Age Appropriate Learning Environment for Preschoolers  
Part 3 - Planning Age and Stage Appropriate Activities for Preschoolers  
Part 4 - Guiding the Behaviors of Preschool Children Ages Three to Five  
Child Abuse and Neglect: Recognition and Reporting  
Health Screening for Child Care Professionals

#### Each Fall

Every Teacher is a Brain Surgeon - Exploring Brain Development – Part 1 (pg 14)  
Nurturing Productive Partnerships with Parents (pg 18)  
Observation and Recording: It's Not Always Obvious (pg 18)  
Preventing Injuries in the Child Care Environment (pg 21)  
Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills (pg 21)

#### Self-Study

Early Childhood Theorists  
(For registration information contact: [ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov) or (804) 726-7468.)

#### Class Registration Information

Class registration information and forms are available in this catalog on pages 2 - 5.

#### Additional Information

Contact: [ecep@dss.virginia.gov](mailto:ecep@dss.virginia.gov), or (804) 726-7468.





## MEDICATION ADMINISTRATION TRAINING (MAT) PROGRAM

MAT Requirements for Licensed and Regulated Child Day Programs

### Code of Virginia

#### Drug Control Act CHAPTER 34.

#### § 54.1-3408. Professional use by practitioners.

N. In addition, this section shall not prevent the administration of drugs by a person to a child in a child day program as defined in § 63.2-100 and regulated by the State Board of Social Services or the Child Day Care Council, provided such person (i) has satisfactorily completed a training program for this purpose approved by the Board of Nursing and taught by a registered nurse, licensed practical nurse, doctor of medicine or osteopathic medicine, or pharmacist; (ii) has obtained written authorization from a parent or guardian; (iii) administers drugs only to the child identified on the prescription label in accordance with the prescriber's instructions pertaining to dosage, frequency, and manner of administration; and (iv) administers only those drugs that were dispensed from a pharmacy and maintained in the original, labeled container that would normally be administered by a parent or guardian to the child.

### Standards for Licensed Child Day Centers and Standards for Licensed Family Day Homes

The regulations for child day centers and family day homes contain a standard that goes beyond the requirements of the law and require medication administration training for anyone who administers prescription AND non-prescription medications.

Child Day Programs	Medication Administration Training
Child day centers (licensed)	Training required for administration of Prescription and Non-Prescription medications
Family day homes (licensed)	Training required for administration of Prescription and Non-Prescription medications
Religiously exempt child day centers (regulated)	Training required only for administration of Prescription medications
Voluntarily registered family day homes (regulated)	Training required only for administration of Prescription medications
Family day homes approved by a (licensed) Family Day System	Training required only for administration of Prescription medications
Certified preschools (regulated)	Training required only for administration of Prescription medications

### Important Information

- **Best Practice** - The Medication Administration Training for Child Day Programs teaches BEST PRACTICE and covers the administration of all medications, both prescription and non-prescription.
- **MAT Recertification** – MAT Certification is valid for three (3) years from the issue date indicated on the MAT Certificate. Providers and/or staff members must be recertified prior to the date the certificate expires in order to continue to administer medication to children in a child day program.
- **Two Options for Completing the MAT Course:**
  - **Classroom-based** – Providers may choose to complete the MAT course in a classroom setting with an approved MAT Trainer. Providers must attend the entire class and successfully pass the written and skills competencies. **Class size is limited to 8 participants.**
  - **Independent Study** – Providers may choose to complete the MAT course by independent study. The MAT Independent Study is made up of two parts. Part One is a self-paced, online review of the MAT course content using MAT course handouts, video segments and independent exercises. Part Two consists of hands-on practice time and testing with an approved MAT Trainer. Providers must successfully pass the written test and skills competencies. **Class size for Part Two of the MAT Independent Study is limited to 3 participants.** For more information on the MAT Independent Study go to: [https://www.dss.virginia.gov/family/cc\\_providertrain/mat/index.cgi](https://www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi), scroll to MAT Independent Study.
- **Find a MAT or PMAT Class** - To find Medication Administration Training (MAT) and Pre-Medication Administration Training (PMAT) classes, visit the VDSS Web site at: [www.dss.virginia.gov/redirect/?83](http://www.dss.virginia.gov/redirect/?83), click on TIPS (Training Information for Provider Success) Calendar and scroll through the class listings. Be sure to contact the class sponsor for class details or registration information.
- **Find/Contact an Approved MAT Trainer** - To find/contact an approved Medication Administration Training (MAT) trainer, visit the VDSS Web site at: [www.dss.virginia.gov/redirect/?83](http://www.dss.virginia.gov/redirect/?83), click on (MAT) Medication Administration Training, click on Find a MAT Trainer Near You.
- **Get Answers to MAT Questions** – To get answers to questions specific to the MAT Program contact: [MAT@dss.virginia.gov](mailto:MAT@dss.virginia.gov).



## Fall 2010 Classes





## CHLD 2011 AGES AND STAGES OF DEVELOPMENT FOR INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

### Overview

This course is the first in a series related to the care and development of infants and toddlers. The course will provide participants with information on the ages and stages of development for infants and toddlers. The primary focus of this course is to explore three needs that are central to the young child's growth: security, exploration, and identity. In addition, this course will address the sequence of developmental milestones and how each influences the other. Finally, the course discusses the characteristics of caregivers, the value of observation, and the importance of communication between caregivers and parents.

Registration Number	Date	City	Location
60183	9/18	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60184	9/18	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60185	9/25	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60186	10/2	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street



\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 9 for details.

## CHLD 2042 AGES AND STAGES OF DEVELOPMENT FOR SCHOOL-AGE CHILDREN

(School-Age Children Series – Part 1)

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with school-age children

### Overview

This course will provide the participant with information on the development of school-age children and guidance for appropriate practice. Participants will review and discuss the characteristics of school-age children, characteristics of quality, individualized school-age programs, and strategies for communicating with parents of school-age children.

### Objectives

- Identify and understand desirable characteristics of caregivers of five to twelve-year-old children.
- Define ages and stages, and the domains of physical, language, cognitive, and social/emotional development.
- Examine how the domains are interrelated and how that affects development.
- Recognize the importance of communication between parents and caregivers and learn effective ways to share developmental information with parents.

Registration Number	Date	City	Location
60537	9/18	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60538	10/2	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60539	10/9	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60540	10/16	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60541	11/6	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60542	11/20	Wytheville	Wytheville Meeting Center Room 3 333 Community Boulevard

## CHLD 2040 BEYOND BABY FAT: THE TRUTH ABOUT PRESCHOOL OBESITY



Length: 3 Hours - 9:00 a.m. to 12:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with preschool children

Feeding young children can be very challenging these days. As family dynamics and food trends have changed over the past years, it has become increasingly more difficult to help children develop healthy eating habits. As a result, there has been a significant rise in childhood obesity in the United States. Because preschool children spend a large portion of their day in child care settings, there are many opportunities for child care providers to positively influence children's eating habits and physical activity. Come to this class if you want to learn about things that contribute to childhood obesity and ways to instill good eating and physical activity habits in children in both a fun and inviting way.

### Objectives

- Recognize the complexity and severity of childhood overweight.
- Examine the health consequences of childhood obesity.
- Incorporate activities and practices into the child care setting to promote healthful behaviors.
- Recognize the importance of setting a good example and teaching children about healthy eating and physical activity.
- Integrate nutrition lessons/activities into various learning domains appropriate for preschool children, such as literacy, art, music, math, reasoning, and science.
- Identify resources for accessing additional information and program assistance.

Registration Number	Date	City	Location
60523	10/2	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60524	10/9	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60525	10/16	Wytheville	Wytheville Meeting Center Room 3 333 Community Boulevard
60526	10/30	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60527	11/6	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60528	11/20	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street

## CHLD 2012 CREATING AN APPROPRIATE LEARNING ENVIRONMENT FOR INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

### Overview

This course is designed to identify key elements for creating an appropriate learning environment for infants and toddlers. The primary focus is to explore eight basic qualities of a well-designed infant and toddler space: safety, health, comfort, convenience, child-sized equipment, flexibility, movement, and choice making. In addition, the course will address the sequence of developmental milestones and how they must be considered when planning an appropriate environment. Finally, the course will describe how to develop and organize a daily plan for young infants, mobile infants, and toddlers.

Registration Number	Date	City	Location
60187	9/25	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60191	10/2	Chester	John Tyler Community College Chester Campus Nicholas Center, Room N102A 13101 Jefferson Davis Highway
60192	10/2	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60194	10/9	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street

\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 9 for details.

## CHLD 2030 EMERGENCY PREPAREDNESS

Length: 6 Hours – 9:00 a.m. to 4:00 p.m. (1-hour lunch break, please provide your own lunch)  
 Fee: \$25.00  
 Target Audience: Program administrators and emergency officers

### Overview

This course includes information on emergency preparedness from the standards for licensed child day centers and family day homes. The course is designed to give providers an understanding of the critical concepts and components of good emergency planning and to stimulate thinking about the emergency preparedness process.

### Objectives

- Discuss licensing standards for emergency preparedness in child day centers and in family day homes and recommendations for emergency preparedness for other child care providers.
- Identify the elements of emergency preparedness – prevention/mitigation, planning, response and recovery.
- Explain a hazard assessment.
- List resources to be used in preparing for and responding to emergencies.
- Describe the components of a customized emergency preparedness plan.

Registration Number	Date	City	Location
60487	9/25	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60488	10/9	Abingdon	Virginia Highlands Community College Southwest VA Higher Education Center Room 149 One Partnership Circle
60489	10/16	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60490	10/23	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60491	10/30	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60492	11/13	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60493	11/20	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60494	12/4	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road

## HLTH 2124 EVERY TEACHER IS A BRAIN SURGEON - Exploring Brain Development – Part 1\*\*

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers and preschool children

### Overview

This course offers an introduction and overview of the human brain as it relates to child care and the ages and stages of development. The course will explore the function and physical makeup of the brain, examine the “Windows of Learning” associated with language acquisition, large/small motor skills, reading comprehension, social skills, and discuss the importance of nurturing for successful brain development.

Registration Number	Date	City	Location
60208	9/18	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60411	10/2	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60412	10/30	Chester	John Tyler Community College Chester Campus Moyar Hall, Rooms M201 A & B 13101 Jefferson Davis Highway
60413	11/13	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive



\*\* This may be used as a component course for VDSS ECEP – Preschool Endorsement Program. See page 9 for details.

## CHLD 2041 FOR THE LOVE OF SCIENCE! FOSTERING CURIOSITY!



Length: 6 Hours – 9:00 a.m. to 4:00 p.m. (1-hour lunch break, please provide your own lunch)  
 Fee: \$25.00  
 Target Audience: Providers who work with preschool children

### Overview

How much water can a diaper hold? Is the color black really black? How do tools like a magnifying lens help scientists study our world? Curious to find answers to these questions? Then this is the course for you! Come and do over 17 classroom science lessons that are not only fun, but will have you wanting to do more! During the class you will learn how to use simple, everyday objects to get your budding scientists curious and excited to learn. We will also explore how to use the 5 E model of science (Engage, Explore, Explain, Extend, and Evaluate) to develop engaging lessons.

### Objectives

- Develop strategies to increase children's curiosity and their ability to ask questions.
- Use simple, everyday objects to encourage young children to think, talk, and work like a scientist.
- Connect science topics to children's literature books.
- Walk away with over 17 classroom tested lessons and simple activities to get students doing science.

Registration Number	Date	City	Location
60529	9/25	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60530	10/9	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60531	10/16	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60532	10/23	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60533	11/6	Abingdon	Virginia Highlands Community College Southwest VA Higher Education Center Room 149 One Partnership Circle
60534	11/13	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60535	11/20	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60536	12/4	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street

## CHLD 2014 GUIDING THE BEHAVIORS OF INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

### Overview

This course is designed to identify the behavioral characteristics and temperaments of infants and toddlers; to define the differences between guidance and punishment; and to learn age-appropriate strategies and techniques for use with infants and toddlers. The primary focus of this course is to recognize the factors that affect behaviors, to recognize behaviors that are expected to naturally occur, and to recognize that the caregiver's response affects the outcome of the behavior or guidance technique. In addition, the course will address the sequence of developmental milestones, how these milestones influence the caregiver's response behaviors, and provide participants with appropriate behavioral strategies.

Registration Number	Date	City	Location
60202	10/23	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60204	10/23	Chester	John Tyler Community College Chester Campus Bird Hall, Room B116 13101 Jefferson Davis Highway
60205	11/6	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60206	11/13	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street



\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 9 for details.



## CHLD 2031 INTRODUCTION TO INCLUSIVE CHILD CARE

Length: 3 Hours – 9:00 a.m. to 12:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children ages 0-5

### Overview

To provide child care providers and other early childhood professionals an overview of the benefits of serving young children with and without disabilities together. This 3-hour class introduces the characteristics of a high quality inclusive environment for preschool children. It presents basic ideas for modifying the physical space, furnishings, materials, and teaching strategies to accommodate children with physical, sensory, communication, and cognitive challenges.

### Objectives

- Explore one's own feelings and beliefs about disabilities and inclusion.
- Consider the legal, educational, and social reasons to include children with disabilities in child care centers.
- Define inclusion and become familiar with inclusive early childhood opportunities in the community.
- Review what research tells us about the benefits of inclusion.
- Begin to think about simple changes in the physical environment and teaching strategies to meet the needs of children with various disabilities.
- Discuss what a high quality inclusive early childhood program looks like.
- Identify early warning signs of delays or disabilities.
- Discuss important steps to take before referring a child for a suspected disability.

Registration Number	Date	City	Location
60495	10/2	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60496	10/16	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60497	10/30	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60498	11/20	Chester	John Tyler Community College Chester Campus Nicholas Center, Room N102B 13101 Jefferson Davis Highway
60499	12/4	Weyers Cave	Blue Ridge Community College Plecker Workforce Center Room P126A 1700 College Crescent



**CHLD 2039****MODULE 4 - PROMOTING SOCIAL EMOTIONAL COMPETENCE****Leadership Strategies for Supporting Children's Social and Emotional Development and Addressing Challenging Behavior**

Length: 6.5 Hours – 9:00 a.m. to 4:30 p.m. (1-hour lunch break, please provide your own lunch)  
 Fee: \$25.00  
 Target Audience: Directors and program administrators who work with preschool children

**IMPORTANT: No Prerequisites Required**

**Overview**

Intensive individualized interventions are used with children who have very persistent and severe challenging behavior and do not respond to the typical preventive practices, child guidance procedures, or social emotional teaching strategies that would normally work with most children. This course focuses on developing individualized strategies to address children's challenging behaviors. The course examines communication methods and disciplinary approaches that assist in identifying and determining meaning and purpose behind challenging behavior.

This course encompasses the principles of the Center for Social and Emotional Foundations for Early Learning (CSEFEL) Pyramid Model for Promoting Social Emotional Competence in Infants and Young Children, including building an effective workforce, enhancing nurturing and responsive relationships, creating high quality supportive environments, providing targeted social emotional supports, and incorporating intensive interventions.

**Objectives**

- Describe an evidence-based framework for addressing social emotional development and challenging behavior.
- Identify strategies to address common barriers to evidence-based practices.
- Identify effective leadership strategies including collaborative planning, program-wide planning, and professional development.
- Apply collaborative action planning strategies for improving children's social emotional and behavioral outcomes.



Registration Number	Date	City	Location
60506	9/25	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60507	10/2	Abingdon	Virginia Highlands Community College Southwest VA Higher Education Center Room 149 One Partnership Circle
60508	10/23	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60509	10/30	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60510	11/13	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60511	12/4	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street



## CHLD 2006 NURTURING PRODUCTIVE PARTNERSHIPS WITH PARENTS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children of all ages

### Overview

This course is designed to enhance the early childhood professional's skills and ability to establish positive, productive partnerships with parents. The course will identify the principles of effective communication with parents and discuss techniques and strategies for dealing with difficult parent-teacher situations. This course includes hands-on activities, community learning group discussions, a video, and a lecture.

Registration Number	Date	City	Location
60419	9/18	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60420	10/9	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60421	10/30	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60422	11/13	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road



\*\* This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 9 for details.

## CHLD 2007 OBSERVATION AND RECORDING: IT'S NOT ALWAYS OBVIOUS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children of all ages

### Overview

Learning the fine art of observation and recording of children's behavior allows the child care professional to gain a greater understanding of the children in her/his care in order to enhance curricula; plan and adapt the classroom or home environment; provide staff and parents with insight into each child's interests; develop children's social skills; and manage challenging behaviors. Methods of observation and the pros and cons of various types of recording tools will be discussed. The course will assist professionals in incorporating the skill of accurately and objectively observing and recording children's behavior in various settings.

Registration Number	Date	City	Location
60423	9/25	Chester	John Tyler Community College Chester Campus Moyar Hall, Rooms M201 A & B 13101 Jefferson Davis Highway
60424	10/16	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60425	11/20	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60426	12/4	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive

\*\* This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 9 for details.

## CHLD 2013 PLANNING ACTIVITIES FOR INFANTS AND TODDLERS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

### Overview

This course is designed to identify age and stage appropriate play experiences for infants and toddlers by defining the role of infant/toddler caregivers. Developmental domains will be discussed as they relate to play experiences. The course will identify the characteristics of appropriate play experiences for infants and toddlers and introduce participants to guidelines for selecting and constructing appropriate play materials.

Registration Number	Date	City	Location
60195	10/16	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60197	10/16	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60198	10/30	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60200	11/6	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street



This may be used as a component course for the Child Care Professional and Toddler Endorsement Program. See page 9 for details.

## CHLD 2019 PLAYGROUND SAFETY

Length: 3 Hours – 9:00 a.m. to 12:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children of all ages

### Overview

This course will raise awareness about the many issues related to making and keeping playgrounds safe for children including: supervising children, choosing age-appropriate equipment, ensuring safe surfacing, understanding proper layout of equipment, maintaining the playground, and identifying and resolving playground hazards. The course has been updated to reflect the newest information (April 2008) from the Consumer Product Safety Commission. Information on playground safety from the standards for licensed child day centers and family day homes will be included.

### Objectives

- Describe the leading causes of playground injuries and deaths.
- List and describe the components of a S.A.F.E. playground.
- Explain the components of active supervision.
- Describe how age-appropriate playground equipment can help reduce injuries.
- Explain safe surfacing and describe the importance of a proper use zone.
- Evaluate the playground for potential hazards.
- Name at least two reasons why proper maintenance of the playground is so important.
- Identify steps to take in purchasing new playground equipment and surfacing.
- Identify important components of a written playground safety procedure.
- Apply principles of playground safety to realistic situations/ environments.

Registration Number	Date	City	Location
60463	10/2	Wytheville	Wytheville Meeting Center Room 3 333 Community Boulevard
60464	10/23	Roanoke	Roanoke Higher Education Center Room 206B 108 North Jefferson Street
60469	11/6	Chester	John Tyler Community College Chester Campus Bird Hall, Room B116 13101 Jefferson Davis Highway
60470	11/13	Weyers Cave	Blue Ridge Community College Plecker Workforce Center Room P126A 1700 College Crescent
60471	11/20	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60472	12/4	Fredericksburg	Germanna Community College Workforce Building, Rooms 105 A&B 10000 Germanna Point Drive



## HLTH 2155 PRESCHOOL PHYSICAL ACTIVITIES: LET'S GET THEM MOVING!

Length: 4 hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with preschool children

### Overview

This course will include preschool physical development milestones. Participants will learn how to teach important concepts using movement activities. The course gives providers practical, fun, developmentally sound activities to help incorporate movement into everyday life for preschool-aged children. Participants will get to play with and make equipment from recyclable materials that they can use in their classrooms to help children develop. Areas of physical development will include: balance, eye-hand coordination, overall body coordination, strength, and flexibility. Participants will explore how skills progress from beginning stages to advanced as children grow and gain experience, and how to build on current abilities to help children gain new skills. Ideas for using short periods of time productively to build needed physical and social skills, including helping children use their energy in appropriate ways, will be reviewed.

### Objectives

- Describe the importance and benefits of physical activity in preschoolers' development.
- Provide an environment that will stimulate the link between the brain and muscle development in preschool children.
- Discuss physical activities that can help children diagnosed with learning disabilities compensate and do better in school.
- Identify age-appropriate activities that help preschoolers develop physically to prepare for success in sports and life.
- Take home ideas and samples of easy-to-make, fun, free or nearly free items. **(Requires participants to bring their own supplies—see below.)**

### What to Bring

- 1- empty toilet paper tube
  - 1- metal, bendable coat hanger
  - 1- leg of an old pair of panty hose or knee highs. (It can have runs and holes.)
  - 1- empty plastic gallon milk or water jug. Be sure it is clean and dry.
  - 1- pair of sharp, sturdy scissors, if you have them.
  - 1- hole puncher, if you have one.
- A plastic bag to take home your creations.

Registration Number	Date	City	Location
60500	9/25	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60501	10/2	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60502	10/30	Abingdon	Virginia Highlands Community College Southwest VA Higher Education Center Room 149 One Partnership Circle
60503	11/6	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60504	11/20	Weyers Cave	Blue Ridge Community College Plecker Workforce Center Room P126A 1700 College Crescent
60505	12/4	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road



## CHLD 2009 PREVENTING INJURIES IN THE CHILD CARE ENVIRONMENT\*\*



Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children of all ages

### Overview

This course will raise awareness about keeping the child care environment safe and ensuring active supervision for children that includes: preventing falls, burns, choking, suffocation, strangulation and injuries related to products, toys, furniture, water, transportation and pedestrian injuries. Information on safety and injury prevention from the standards for licensed child day centers and family day homes will be included.

Registration Number	Date	City	Location
60451	11/20	Richmond	Community College Workforce Alliance North Run Corporate Center, Room 125 1630 East Parham Road
60452	11/20	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
60453	12/4	Virginia Beach	Tidewater Community College Advance Technology Center Room H-178 1700 College Crescent
60458	12/4	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive



\*\* This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 9 for details.

## CHLD 2008 REFRAMING DISCIPLINE PART I: FROM STOPPING MISBEHAVIOR TO TEACHING SKILLS\*\*

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children ages 2 – 8 years

### Overview

This course suggests ways that adults can connect with children who have behavior challenges to help them engage, learn, and get along with others. Participants will learn how to examine their own attitudes related to discipline and change the way they deal with children from a reactive mode to a teaching mode so the children can learn more appropriate behaviors. The course will provide adults with the skills necessary to move from seeing a “problem child” to seeing “problem behavior.”

Registration Number	Date	City	Location
60427	10/23	Alexandria	NOVA Community College Alexandria Campus Bisdorf Building, Room AA297 3001 North Beauregard Street
60428	11/6	Hampton	Thomas Nelson Community College Peninsula Workforce Development Center Room 1302 600 Butler Farm Road
60429	11/13	Charlottesville	Piedmont Virginia Community College Stultz Center for Business & Career Development Room 131 501 College Drive
60430	12/4	Chester	John Tyler Community College Chester Campus Moyar Hall, Rooms M201 A & B 13101 Jefferson Davis Highway

\*\* This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 9 for details.

# Additional Educational Opportunities





## DISTANCE LEARNING

### READ-A-BOOK PROGRAM

This distance learning self-study program allows early childhood professionals to earn credit for training clock hours by reading children's literature and books on early childhood education and child development. The Division of Child Care and Early Childhood Development, a part of the Virginia Department of Social Services, collaborated with the Library of Virginia to place sets of books in each of the 350 public libraries across Virginia. The Read-A-Book Program focuses on the importance of incorporating children's literature across the curriculum, reading to and with young children daily, understanding early brain development, fostering language and literacy development, and communicating successfully with young children. This program currently offers two book report options for obtaining credit for training clock hours. You are encouraged to choose one or both to receive credit. You may read and report on more than one book, and be eligible to receive credit for training clock hours for each new book report submitted to VDSS for grading. All book report materials are free. A \$10.00 processing fee will be due when you submit materials for grading.

#### Option 1: Reading Children's Literature Books with Children

Option 1 requires you to read two children's literature books to your children and then develop a book report for each book that describes the activities and projects you developed to support the story or theme of the book. You may choose from the infant and toddler books placed in each public library in Virginia (titles listed on page 6 of the Read-A-Book Program booklet), or you may choose to use two of your own favorite children's books.

#### Option 2: Reading Professional Books

Option 2 requires you to read one of the professional books listed in the Read-A-Book Program booklet on page 3, and then complete the corresponding book report. Each Virginia public library has at least one copy of the professional development books listed in the Read-A-Book Program booklet.

#### To Participate in Either Option

- Download and print the Read-A-Book Program booklet, which includes book lists, instructions, and all forms required for participation in Option 1, and the list of professional development books and special instructions to participate in Option 2, by visiting the VDSS Web site at: <http://www.dss.virginia.gov/family/cc/readbook.cgi>,  
or
- Request the Read-A-Book Program booklet via email at: [read.a.book@dss.virginia.gov](mailto:read.a.book@dss.virginia.gov). If you request the program booklet by email, please specify whether you would like to receive the program booklet via email or by U.S. mail,  
or
- Request the Read-A-Book Program booklet via U.S. mail using the form below.
- **Librarians do not have the Read-A-Book Program materials.**

*Cut Out or Photocopy*

#### Read-A-Book Program Booklet Request Form

##### Mailing Address

Read-A-Book Program  
Division of Child Care and Early Childhood Development  
Virginia Department of Social Services  
801 East Main Street, 8th Floor  
Richmond, VA 23219-2901

Name: \_\_\_\_\_

Street Address Where Materials Should Be Sent: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (including area code): (     ) \_\_\_\_\_

Email address: \_\_\_\_\_



## DISTANCE LEARNING

### VIDEO TRAINING SERIES

The Virginia Department of Social Services (VDSS) offers two video-based training programs with study guides and testing materials. These programs are self-paced and child care professionals may earn four, six, or eight clock hours of training credit upon successful completion of the assessment materials.

#### To Participate

Child care professionals borrow the DVDs/videotapes and receive copies of the study guides and test materials from one of the eight regional licensing offices listed below. There is no cost for the study guides or testing materials. A ten dollar (\$10.00) processing fee per person is charged when submitting the completed assessments for grading.

To apply to receive credit for participation in either video series, each individual must complete the assessment materials for each program. Individuals must receive a passing grade to be awarded credit for training clock hours. Detailed instructions for participation are included with each study guide.

**1 – DSS 101 - The Whole Child - A Caregiver's Guide to the First Five Years (TWC)** is a video series production developed by WTVS Detroit and the Merrill-Palmer Institute at Wayne State University in 1998. It is based on the textbook of the same name written by Joanne Hendrick, Professor of Early Childhood Education Emerita at the University of Oklahoma.

**2 – The Program for Infant/Toddler Caregivers (PITC)** was developed by WestEd and the California Department of Education. A team of experts in child development, child care, adult education, and print and video production was assembled to work with national and state advisors to create this video production. The goal of the program was to develop meaningful training materials based on sound principles and proven practices. The materials were developed for both center-based and family day home providers and focus on caring for infants and toddlers.

To reserve the DVDs/videotapes for participation in either video series training program, please call your regional licensing office listed below.

Central Licensing Office: (804) 662-9773  
 Fairfax Licensing Office: (703) 359-6737  
 Eastern Licensing Office: (757) 491-3977  
 Valley Licensing Office: (540) 332-2330  
 Peninsula Licensing Office: (757) 247-8020  
 Piedmont Licensing Office: (540) 204-9624  
 Northern Licensing Office: (540) 347-6345  
 Western Licensing Office: (276) 676-5655

### CHILD ABUSE AND NEGLECT ONLINE COURSE

An online course called Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators, is available for child care providers. It was developed by VDSS with VISSTA and the Department of Education for teacher licensure. Successful completion of this course provides 2 clock hours of training credit. The course may be accessed at [www.vcu.edu/vissta/training/va\\_teachers](http://www.vcu.edu/vissta/training/va_teachers) and all are welcome to take this course.

### NATIONAL PROGRAM FOR PLAYGROUND SAFETY (NPPS) ONLINE TRAINING OPPORTUNITIES

NPPS offers online courses that target the needs of child care providers. Listed below are two options.

**Early Childhood Outdoor Play Inspectors (ECOPI)** is an interactive online course that gives child care providers, licensing consultants, administrators, and professionals from the health and safety disciplines the knowledge and understanding needed to inspect the outdoor play area for safety. Through pictures, discussion, readings, and assignments, participants will gain the experience needed to inspect the early childhood outdoor play environment. The National Association for the Education of Young Children (NAEYC) recognizes the ECOPI certificate to meet the Physical Environment 9.B.07 criteria.

- Length of Course – once coursework is begun, participants have up to four weeks to complete the course, which is self-paced
- Clock Hours – 12 hours
- CEUs – 1.2

**Playground Supervision for Child Care Providers** is an online course that gives child care providers the opportunity to learn supervision practices in an outdoor play environment. Through instructional videos, pictures, and written information, providers will learn new supervision techniques to implement in their facilities.

- Length of Course – Once coursework is begun, participants have up to two weeks to complete the course, which is self-paced.
- Clock Hours – 1 hour
- CEUs – 0.1

To register:

Visit <http://www.playgroundsafety.org/training/online/index.htm>

For more information:

Contact the National Program for Playground Safety as listed below.

[www.playgroundsafety.org](http://www.playgroundsafety.org)

Phone: (800) 554-PLAY (7529)

Fax: (319) 273-7308

Email: [playground-safety@uni.edu](mailto:playground-safety@uni.edu)

## ADDITIONAL TRAINING RESOURCES

### TRAINING INFORMATION FOR PROVIDER SUCCESS (TIPS) CALENDAR



The Training Information for Provider Success (TIPS) Calendar permits for-profit, non-profit and governmental organizations to list child care provider training. The calendar lists all training opportunities in date order and provides a search feature that permits access to

specific training, locations, and dates. VDSS offers this site as an informational service and does not endorse any non-VDSS training. The TIPS Calendar may be viewed at: [http://www.dss.virginia.gov/family/cc\\_providertrain/tips.cgi](http://www.dss.virginia.gov/family/cc_providertrain/tips.cgi).

### DIRECTOR'S TOOLBOX

The Director's Toolbox, a training aid for directors and staff members in child care/child development centers, is available in pdf format at:

[http://www.dss.virginia.gov/family/cc\\_professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc_professionals_resources.cgi).

### VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM

VDSS provides the Virginia Child Care Provider Scholarship Program that pays for college tuition and technology fees for child care providers. The program pays for either a maximum of eight courses or the current maximum lifetime award, whichever comes first, at Virginia's institutions of higher learning, and is funded through the Federal Child Care and Development Fund. To obtain more information call 1-866-636-1608 or visit the Web site at:

[http://www.dss.virginia.gov/family/cc\\_scholarship.cgi](http://www.dss.virginia.gov/family/cc_scholarship.cgi).

### EARLY CARE AND EDUCATION RESOURCE DOCUMENTS

It is vital that we provide the necessary foundation for Virginia's young children so they can be successful in life. Consequently, two documents have been developed by the Virginia Early Childhood Alignment Project Task Force to serve as guides to assist adults in their important roles with young children.

*The Milestones of Child Development* document articulates a research-based set of child indicators and strategies for adults designed to support the growth and development of young children from birth to kindergarten entry. Providers can use the Milestones to:

- plan quality learning experiences for children,
- select appropriate curriculum materials,
- provide information to parents to facilitate their child's development, and
- explain how their program benefits and facilitates children's development.

*The Competencies for Early Childhood Professionals*

document articulates standards for competent practice, identifying what early childhood professionals must know, be able to do, and care about to provide quality early care and education. Providers may use the Competencies to:

- identify staff training needs and develop or update training offered in-house to staff,
- develop an individual plan for professional development or a tool for tracking training,
- develop job descriptions, hiring practices, and salary structures, and
- support the professional credibility of staff receiving education and training that cover the competencies.

To download these valuable documents, visit the Web site at:

[http://www.dss.virginia.gov/family/cc\\_professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc_professionals_resources.cgi).

### VIRGINIA DEPARTMENT OF HEALTH, DIVISION OF INJURY AND VIOLENCE PREVENTION

A FREE basic child passenger safety course for child care providers and other staff members is available through the Virginia Department of Health's Division of Injury and Violence Prevention. The 90-minute course is designed to give child care providers the basic knowledge and information needed to properly restrain children during transport (e.g., type of seat needed based on child's age, height, and weight, proper placement in vehicle, etc.). In addition to requesting the training course, providers may also request to have a safety seat inspection for parents during pick-up of their children. To schedule a free class or safety seat inspection, or for more information, please contact Tobey Allen at [tobey.allen@vdh.virginia.gov](mailto:tobey.allen@vdh.virginia.gov) or call (804) 864-7747.

### VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY, DIVISION OF REGISTERED APPRENTICESHIP

Did you know that you can achieve a journeyworker's card in the field of Child Care? Registered Apprenticeship is a training system combining on-the-job training with child care related instruction. Many child care providers in Virginia are exploring this option as a way to enhance the training of current staff and bringing new employees into the profession. Depending on each individual's circumstances, scholarship funding for some of the required coursework may be available through the Virginia Child Care Provider Scholarship Program. For more information about the Virginia Child Care Provider Scholarship Program, visit:

[http://www.dss.virginia.gov/family/cc\\_scholarship.cgi](http://www.dss.virginia.gov/family/cc_scholarship.cgi).

Additionally, many of the classes in this catalog are already approved for credit toward an apprenticeship completion certificate. For more information about Registered Apprenticeship, contact this agency by email at: [apprenticeship@doli.virginia.gov](mailto:apprenticeship@doli.virginia.gov), call (804) 786-2382, or visit the agency Web site at [www.doli.virginia.gov](http://www.doli.virginia.gov).

## ADDITIONAL TRAINING RESOURCES

### VIRGINIA CHILD CARE RESOURCE AND REFERRAL NETWORK (VACCRRN)



**vaccrrn**

VACCRRN, a statewide network, promotes the positive development of all children. VACCRRN network members are local child care resource and referral (CCR&R) agencies that provide services to families, early childhood professionals, and communities. Each VACCRRN agency provides information for consumers on how to select child care and maintains a regional database of providers that links families with child care options.

CCR&R agencies help child care providers maintain and improve quality of care by offering technical assistance and training in their local communities. Many member agencies have lending libraries for toys, equipment, and resources to enhance learning opportunities. Training sessions are scheduled by each member agency to meet the needs of their local providers and are offered via distance learning, as well as individual and group class sessions. In addition to providing their own training topics, VACCRRN member agencies provide training for providers using curricula such as ZERO TO THREE's Partnering with Parents: Preventing Child Abuse and Neglect\*, The Center on Social, Emotional Foundations for Early Learning's Promoting Social and Emotional Competence\*, and Dollars & Sense: Planning for Profit in Your Child Care Business.

#### **VACCRRN training topics include:**

*Partnering with Parents:*

*Preventing Child Abuse and Neglect*

- Building Collaborative Relationships
- Early Brain Development
- Social-Emotional Development
- Understanding Temperament
- The Influence of Culture
- Understanding and Responding to Abuse
- Responses to Troubled Parents
- Challenging Behaviors

*Promoting Social and Emotional Competence*

- Promoting Children's Success
- Social Emotional Teaching Strategies
- Individualized Intensive Interventions
- Leadership Strategies

*Dollars & Sense: Planning for Profit in Your Child Care Business*

- The Provider Bill of Rights
- Contracts and Policies
- Rates, Fees, and Collection
- Effective Record Keeping
- Cash In, Cash Out

- *Marketing Strategies*
- *Responsibilities of an Assertive Provider*
- *A Professional Business Plan*

Scheduled training opportunities are listed on the VDSS TIPS Calendar at:

[http://www.dss.virginia.gov/family/cc\\_providertrain/tips.cgi](http://www.dss.virginia.gov/family/cc_providertrain/tips.cgi).

To find the VACCRRN agency serving your community, contact VACCRRN at 1-866-KIDS-TLC (1-866-543-7852), or visit the Web site at: [www.vachildcare.org](http://www.vachildcare.org).

#### **\*Note:**

*Continuing Education Units (CEUs) are available for this training when completed through a VACCRRN member agency.*

### SQUARE ONE

*Square One* offers prevention and early intervention (PEI) professional development courses for child care providers/early childhood educators, home visitors, and parents. Training sessions will be held in 2-hour to 6-hour formats at various locations in Hampton Roads and in other parts of the state on a contract basis. An audio/web conference series of 1-hour training sessions will also be offered. Participants will receive an in-service training certificate upon completion of a course or audio/web conference. Visit the Square One Web site at [www.SqOne.org](http://www.SqOne.org) to view the class calendar and follow registration/payment procedures. For more information or to sign up for a newsletter, contact Square One at [info@sqone.org](mailto:info@sqone.org) or call (757) 552-0293. REGISTER early!



Some of the training courses offered include:

- Parent/Child Interaction
- Dynamics/Indicators of Child Abuse & Neglect
- Infant Care/Development/Health (0-12 mos.)
- Infant Care/Development/Health (13-36 mos.)
- Infant Care/Development/Health (37 mos. - 5 yrs.)
- Growing a Brain
- Advanced Brain Development
- Language Development/Emerging Literacy
- Working with Resistant Parents
- Mental Health
- Introduction to the "Early Childhood Environment Rating Scale" (ECERS)

#### **Note:**

*"Online Training" coming in 2011 – please visit the Square One Web site to learn more.*

## ADDITIONAL TRAINING RESOURCES



### THE VIRGINIA INFANT & TODDLER SPECIALIST NETWORK

The Virginia Infant & Toddler Specialist Network strives to achieve excellence in early care by increasing the educational level and skills of those who care for infants and toddlers, whether in family homes or in centers. Through eight regional offices and 12 infant & toddler specialists, three levels of service are offered to those who care for children 0-36 months:

- on-site consultation, mentoring, and support for selected programs using quality improvement plans,
- training and technical assistance including webinars and audio-conferences to groups of caregivers/teachers and directors, and
- resources and linkages to existing professional development opportunities.

Please visit the Network's Web site at [www.va-itsnetwork.org](http://www.va-itsnetwork.org) to obtain contact information about the infant and toddler specialist in your area.

The Virginia Infant & Toddler Specialist Network is a program of Child Development Resources, [www.cdr.org](http://www.cdr.org), and is supported by the Virginia Department of Social Services (VDSS) Grant # 93.575, with funds made available to Virginia from the U.S. Department of Health and Human Services.

### REDUCING THE RISK OF SIDS IN CHILD CARE



The American Academy of Pediatrics (AAP) Healthy Child Care America is pleased to announce the release of a new online module on Reducing the Risk of Sudden Infant Death Syndrome (SIDS) in Child Care! Based off the *AAP Reducing the Risk of SIDS in Child Care Speaker's Kit*, this FREE course is designed to educate everyone who cares for babies, including child care providers, grandparents, health care professionals, babysitters, parents and relatives.

In **one** hour, participants will learn how to create a safe sleep environment to reduce the risk of SIDS and other sleep related deaths. With an easy to use format, this course is available 24/7 from your home computer! Child care providers will receive a certificate of completion for 1.0 contact hour.

For instructions on how to access this FREE course, visit <http://www.healthychildcare.org/pdf/SIDSmoduleflyer.pdf>. Feel free to disseminate this flyer to anyone who cares for infants!

For more information and materials on how to reduce the risk of SIDS, visit [www.healthychildcare.org/sids.html](http://www.healthychildcare.org/sids.html).

## OTHER RESOURCES

### EARNED INCOME TAX CREDIT (EITC) PROGRAM

The Earned Income Tax Credit (EITC) is a tax credit for low-to-middle income individuals and families. An individual or family making as little as \$10 could qualify, but you must file an income tax return to receive it – even if the Internal Revenue Service (IRS) doesn't require filing for your income level. An individual earning up to \$13,440 a year or a family earning up to \$43,279 a year may qualify. If you qualify for EITC, you also qualify to have your taxes prepared for free at one of many free tax preparation sites - including many local social service offices at <http://www.dss.virginia.gov/localagency/>. Call 1-800-906-9887 to find the tax preparation site closest to you.

The EITC Program is not widely known; therefore, please share this information with staff, co-workers, and families in your programs. For more information on the EITC Program, visit <http://www.dss.virginia.gov/community/eitc.cgi>.

### VIRGINIA SMALL BUSINESS FINANCING AUTHORITY - CHILD CARE FINANCING PROGRAM

If you are a **regulated** child care provider, you may be eligible to apply for a low-interest rate loan through the Virginia Small Business Financing Authority's Child Care Financing Program. Loan proceeds can be used to meet or maintain child care standards or to make quality enhancements to a child care program (e.g., playground equipment, infant care equipment, necessary renovations or repairs to comply with Department of Social Services health and safety standards, buses for transporting children, and education materials). Financing for this program is provided by VDSS through Child Care and Development Block Grant funds. For more information, including application materials, eligibility requirements, etc., visit the Virginia Department of Business Assistance Web site at: [www.vdba.virginia.gov](http://www.vdba.virginia.gov), select "Financing A Business" or call 1-866-248-8814.

### NEVER SHAKE A BABY



House Bill 411 was passed in this year's General Assembly Session and goes into effect July 1. It addresses Shaken Baby Syndrome, with the goal of prevention through education. A new Web page on the VDSS public site is dedicated to Shaken Baby Syndrome awareness, prevention, education, resources and assistance. Please visit the new VDSS Web page at [www.dss.virginia.gov/family/cps/shaken\\_baby.cgi](http://www.dss.virginia.gov/family/cps/shaken_baby.cgi).





### What is 1-2-3 READ!?

The **1-2-3 READ!** storybook-based curriculum is a research-based early literacy curriculum developed by Child Development Resources (CDR) that has been proven to result in children, birth to age 3 years, achieving significant, measurable gains in their language and cognitive development. **1-2-3 READ!** is designed to build emergent literacy in infants and toddlers through a carefully planned set of experiences that lay the foundation for reading and writing success. The **1-2-3 READ! Virginia Early Literacy Training** is an interactive, practical two-day training designed for you if you work with infants and toddlers in a group setting.

### Who Should Attend?

Family/Home or Center-based caregivers who work with infants and toddlers (birth to 36 months) in group settings and who have not previously attended a 1-2-3 READ! two-day training.

### What Will You Learn?

- Strategies for expanding children's language through storytelling and one-on-one conversations
- How to select and use books and print materials with infants and toddlers
- How to infuse literacy activities within a child's daily routines
- How to use story props to engage infants and toddlers in early literacy experiences
- Strategies for involving families in literacy activities, and MUCH MORE!!!



### What Will You Receive?

- A certificate of attendance that can be used toward continuing training clock hours required by the Virginia Department of Social Services
- A **1-2-3 READ!** module guide
- Three curriculum module booklets and accompanying children's books
- *Story Stretchers for Infants and Toddlers: Experiences, Activities, and Games for Popular Children's Books*
- An opportunity to apply for follow-up on-site coaching and additional literacy materials

### When And Where Is The Training?

During the fall of 2010 and winter/spring of 2011, **1-2-3 READ!** training will be offered in eight regions throughout the state. For more information on training dates and locations, visit [www.123read.cdr.org](http://www.123read.cdr.org) or contact Evon Thompson at (757) 566-2860 or [evont@cdr.org](mailto:evont@cdr.org).

### How Much Does It Cost?

\$22.00 per person. Each registered participant must attend both full days of the training. Once you register, your space is reserved and attendance is expected. No refunds!

**1-2-3 READ! Virginia** is a program of Child Development Resources (CDR), [www.cdr.org](http://www.cdr.org) and is supported by the Virginia Department of Social Services (VDSS) grant no. 93.575, with funds made available to Virginia from the U.S. Department of Health and Human Services.

*Commonwealth of Virginia*

**EARLY CHILDHOOD AND CHILD CARE  
PROFESSIONAL DEVELOPMENT  
CAREER LATTICE**

This document is a product of  
Virginia's Early Childhood Development Alignment Project

An Initiative of



**Virginia Department of Social Services**  
**Division of Child Care and Early Childhood Development**  
**[careerlattice@dss.virginia.gov](mailto:careerlattice@dss.virginia.gov)**  
**[www.dss.virginia.gov/family/cc/professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi)**

06-08-10

Commonwealth of Virginia

# Early Childhood and Child Care Professional Development Career Lattice

The Career Lattice details steps of career development based on training, education, and experience in the field. The Lattice provides guidance for any individual developing a plan for professional advancement in early childhood education and child care based on Virginia Department of Social Services (VDSS) Licensing Standards.

ENTRY LEVEL		STEP I	STEP II	STEP III
AIDE ENTRY LEVEL	FAMILY DAY HOME PROVIDER (FDH) ENTRY LEVEL	PROGRAM LEADER/TEACHER (PL) ENTRY LEVEL	VDSS EARLY CHILDHOOD ENDORSEMENT	120-CLOCK-HOUR CHILD DEVT. CREDENTIAL [PROGRAM DIRECTOR (PD) ENTRY LEVEL]
<div>LICENSING REQUIREMENTS</div> <div>TRAINING</div> <div>EDUCATION</div>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Minimum 16 yrs of age</li> <li>Current TB Screening</li> <li>Satisfactory Sworn Statement</li> <li>Clear Criminal History Record Report</li> <li>Clear Child Protective Services Central Registry Check</li> <li>Ability to communicate with emergency personnel</li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Current TB Screening</li> <li>Satisfactory Sworn Statement</li> <li>Clear Criminal History Record Report</li> <li>Clear Child Protective Services Central Registry Check</li> <li>Demonstrated proficiency in English</li> </ul> <ul style="list-style-type: none"> <li>Provider – Minimum 18 yrs of age</li> <li>If employed after 6/30/10, high school program completion or equivalent</li> <li>First Aid and Cardiopulmonary Resuscitation (CPR)</li> </ul> <ul style="list-style-type: none"> <li>Assistant – Minimum 16 yrs. of age</li> <li>If assistant 18 yrs. or older and left alone with children – First Aid and Cardiopulmonary Resuscitation (CPR)</li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH – Meets FDH Entry Level</li> <li>PL – Meets Step I A &amp; B</li> </ul> <b>TRAINING:</b> <ul style="list-style-type: none"> <li>Virginia Department of Social Services (VDSS) Early Childhood Endorsement – Infant and Toddler Or Preschool - 48 clock hours of training (12 4-hour classes) for each endorsement</li> </ul> <p>OR:</p> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>CHD 166 – Infant and Toddler Programs (College course consisting of at least 3 credits)</li> <li>CHD 120 - Introduction to Early Childhood Education (College course consisting of at least 3 credits)</li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH – Meets FDH Entry Level</li> <li>PL - Meets Step I A</li> <li>Program Director (PD) – Meets Step I A and minimum 21 years of age</li> <li>PD without mgmt. experience<sup>1</sup> must have 10 clock hrs. of mgmt. training OR one child care mgmt. course OR one college course in business-related field</li> </ul> <b>TRAINING:</b> <ul style="list-style-type: none"> <li>Minimum 120 clock hours of child-related training as specified by credentialing organization<sup>2</sup> and VA Standards for Licensed Child Day Centers (CDCs)</li> </ul> <p>OR:</p> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>College courses equivalent to or exceeding 120 clock hours of training requirement as determined by credentialing organization<sup>2</sup> and VA Standards for Licensed CDCs</li> </ul> <b>OTHER REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>As determined by credentialing organization<sup>2</sup> and VA Standards for Licensed CDCs</li> </ul>
	<ul style="list-style-type: none"> <li>None required at this level</li> </ul>	<ul style="list-style-type: none"> <li>Provider - If employed after 6/30/10, 3 months of programmatic experience</li> </ul>	<ul style="list-style-type: none"> <li>PL – 6 months supervised programmatic experience</li> </ul>	<ul style="list-style-type: none"> <li>PL – 3 months</li> <li>PD – 2 years w/1 year supervisory</li> </ul>
	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>VDSS Infant &amp; Toddler Endorsement</li> <li>VDSS Preschool Endorsement</li> </ul>	<ul style="list-style-type: none"> <li>120-Clock-Hour Child Development Credential [e.g., Child Development Associate (CDA)]</li> </ul>

<sup>1</sup> Mgmt. experience is defined as at least six months of on-the-job training in an administrative position that requires supervising, orienting, training, and scheduling staff.

<sup>2</sup> International or national credentialing organization that meets requirements as stated in 22 VAC 15-30-230 A 4 b of Virginia Standards for Licensed Child Day Centers.

<sup>3</sup> Child-related field such as, but not limited to, child care administration, early childhood administration, child development, early childhood development, early childhood education (ECE), human development, early childhood special education, child care, and elementary education (Early Childhood, PK-3, NK-3).

Commonwealth of Virginia

# Early Childhood and Child Care Professional Development Career Lattice

The lattice indicates the **minimum licensing requirements** for professionals employed by organizations regulated by VDSS. For those individuals who wish to pursue a position that is regulated by another federal or state authority, a higher level of qualification may be required. For example, Head Start requires 50% of teachers to have an Associate degree (Step VI) or higher, 100% to have a minimum of a 120-clock-hour credential (Step III). Also, some employers may require a higher level of qualification, e.g., 98% of teachers employed by the Virginia Preschool Initiative program hold a Bachelor degree (Step VII) or higher.

STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	STEP IX	
12-CREDIT COMMUNITY COLLEGE CERTIFICATE	ONE-YEAR COMMUNITY COLLEGE CERTIFICATE	ASSOCIATE DEGREE	BACHELOR DEGREE	MASTER DEGREE	DOCTORATE DEGREE	
<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH – Meets FDH Entry Level</li> <li>PL – Meets Step I A</li> <li>PD – Meets Steps I A &amp; III</li> </ul> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Community College Certificate in approved course of study in child-related field<sup>3</sup> w/minimum of 12 total credits</li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH – Meets FDH Entry Level</li> <li>PL - Meets Step I A</li> <li>PD - Meets Steps I A &amp; III</li> </ul> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>One-year community college certificate in approved course of study in child-related field<sup>3</sup> w/minimum of 30 total credits</li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH – Meets FDH Entry Level</li> <li>PL - Meets Step I A</li> <li>PD – Meets Steps I A &amp; III</li> </ul> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Approved course of study in child-related field<sup>3</sup></li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH-Meets FDH Entry Level</li> <li>PL-Meets Step I A</li> <li>PD-Meets Steps I A &amp; III</li> </ul> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Approved course of study in child-related field<sup>3</sup> or with child-related Licensure or Endorsement</li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH-Meets FDH Entry Level</li> <li>PL-Meets Step I A</li> <li>PD-Meets Steps I A &amp; III</li> </ul> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Approved course of study in child-related field<sup>3</sup></li> </ul>	<b>LICENSING REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>FDH-Meets FDH Entry Level</li> <li>PL-Meets Step I A</li> <li>PD-Meets Steps I A &amp; III</li> </ul> <b>EDUCATION:</b> <ul style="list-style-type: none"> <li>Approved course of study in child-related field<sup>3</sup></li> </ul>	LICENSING REQUIREMENTS TRAINING EDUCATION
<ul style="list-style-type: none"> <li>PL – 3 months</li> <li>PD – 2 years w/1 year supervisory</li> </ul>	<ul style="list-style-type: none"> <li>PL – 3 months</li> <li>PD – 2 years w/1 year supervisory</li> </ul>	<ul style="list-style-type: none"> <li>PL – 3 months</li> <li>PD – 1 year</li> </ul>	<ul style="list-style-type: none"> <li>PD – 1 year</li> </ul>	<ul style="list-style-type: none"> <li>PD – 6 months</li> </ul>	<ul style="list-style-type: none"> <li>PD – 6 months</li> </ul>	EXPERIENCE
<ul style="list-style-type: none"> <li>Community College Certificate in child-related field<sup>3</sup> w/minimum 12 total credits</li> </ul>	<ul style="list-style-type: none"> <li>One-year Community College Certificate in child-related field<sup>3</sup> w/minimum 30 total credits</li> </ul>	<ul style="list-style-type: none"> <li>Associate in Applied Science</li> <li>Associate of Science</li> <li>Associate of Arts</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Science</li> <li>Bachelor of Arts</li> </ul>	<ul style="list-style-type: none"> <li>Master of Science</li> <li>Master of Arts</li> <li>Master of Education</li> <li>Master of Teaching</li> </ul>	<ul style="list-style-type: none"> <li>Doctor of Philosophy (Ph.D.)</li> <li>Doctor of Education (Ed.D.)</li> </ul>	CREDENTIAL

**KEY:** FDH – Family Day Home Provider PL – Program Leader/Teacher PD – Program Director

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## PROFESSIONAL DEVELOPMENT RESOURCES

TRAINING		
<b>ADULT EDUCATION</b>		
English for Speakers of Other Languages/GED	VA Adult Learning Resource Center, VCU	<a href="http://www.valrc.org/providers/provider_directory.php">www.valrc.org/providers/provider_directory.php</a>
GED Classes	VA Adult Learning Resource Center, VCU	<a href="http://www.vaged.vcu.edu/index.shtml">www.vaged.vcu.edu/index.shtml</a>
<b>CHILD DEVELOPMENT</b>		
Apprenticeship Program	VA Dept. of Labor and Industry	<a href="http://www.doli.virginia.gov">www.doli.virginia.gov</a>
Distance Learning*	National Child Care Information Center	<a href="http://nccic.acf.hhs.gov/poptopics/statedistlearning.html">http://nccic.acf.hhs.gov/poptopics/statedistlearning.html</a>
TIPS Training Calendar	VA Dept. of Social Services	<a href="http://www.dss.virginia.gov/family/cc_providertrain/tips.cgi">www.dss.virginia.gov/family/cc_providertrain/tips.cgi</a>
VDSS Training	VA Dept. of Social Services	<a href="http://www.dss.virginia.gov/family/cc_professionals_resources.cgi">www.dss.virginia.gov/family/cc_professionals_resources.cgi</a>
<b>HEALTH AND SAFETY</b>		
Child Abuse and Neglect	VISSTA, VCU	<a href="http://www.vcu.edu/vissta/training/va_teachers">www.vcu.edu/vissta/training/va_teachers</a>
Child Passenger Safety	VA Dept. of Health	email Tobey Allen at <a href="mailto:tobey.allen@vdh.virginia.gov">tobey.allen@vdh.virginia.gov</a>
First Aid & CPR	American Red Cross American Heart Association National Safety Council American Safety and Health Institute	<a href="http://www.redcross.org">www.redcross.org</a> <a href="http://www.heart.org">www.heart.org</a> <a href="http://www.nsc.org">www.nsc.org</a> <a href="http://ashinstitute.org">http://ashinstitute.org</a>
Playground Safety	National Program for Playground Safety	<a href="http://www.playgroundsafety.org">www.playgroundsafety.org</a>
<b>VDSS ENDORSEMENT</b>		
Early Childhood Endorsement Program	VA Dept. of Social Services	<a href="http://www.dss.virginia.gov/family/cc_professionals_resources.cgi">www.dss.virginia.gov/family/cc_professionals_resources.cgi</a>
<b>CREDENTIAL ORGANIZATIONS**</b>		
CCDE	Child Development Education Alliance	<a href="http://www.cdealliance.org">www.cdealliance.org</a>
CDA	Council for Professional Recognition	<a href="http://www.cdacouncil.org/cda.htm">www.cdacouncil.org/cda.htm</a>
ELS1, ELS2, ELS3	IACCEPT	<a href="http://www.iaccept.org">www.iaccept.org</a>
NAC	National Institute of Child Care Management	<a href="http://nccm.com">http://nccm.com</a>
NAC, CCP	National Child Care Association	<a href="http://www.nccanet.org">www.nccanet.org</a>
PAC	Association of Christian Schools International	<a href="http://www.acsi.org">www.acsi.org</a>
PS1, PS2	International Academy of Private Education	<a href="http://www.iapeservices.org">www.iapeservices.org</a>
<b>EDUCATION</b>		
Community College Certificates and Degrees	Virginia Community College System	<a href="http://www.vccs.edu">www.vccs.edu</a> or <a href="http://myfuture.vccs.edu/earlychildhood">http://myfuture.vccs.edu/earlychildhood</a>
Distance Learning*	National Child Care Information Center	<a href="http://nccic.acf.hhs.gov/poptopics/statedistlearning.html">http://nccic.acf.hhs.gov/poptopics/statedistlearning.html</a>
Family and Consumer Sciences Classes (ECE)	VA Dept. of Education High School ECE I & II	<a href="http://www.cteresource.org/verso2/search">www.cteresource.org/verso2/search</a>
Higher Education Degrees	State Council of Higher Education for VA	<a href="http://www.schev.edu">www.schev.edu</a>
Online Degreed ECE	Child Care Exchange	<a href="http://www.childcareexchange.com">www.childcareexchange.com</a>
<b>FINANCIAL AID</b>		
VA Child Care Provider Scholarship Program	VA Dept. of Social Services	<a href="http://www.dss.virginia.gov/family/cc_professionals_resources.cgi">www.dss.virginia.gov/family/cc_professionals_resources.cgi</a>
Various	Federal	<a href="http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp">http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp</a>
Various	State	<a href="http://www.virginia.gov/cmsportal3/education_4096/for_students_4101/financial_aid.html">www.virginia.gov/cmsportal3/education_4096/for_students_4101/financial_aid.html</a>
Various	State Council of Higher Education for Virginia	<a href="http://www.schev.virginia.gov/students/Payforcollege.asp">www.schev.virginia.gov/students/Payforcollege.asp</a>

\*Distance Learning programs 1) must meet VDSS Criteria for Provider Training ([www.dss.virginia.gov/family/cc\\_professionals\\_resources.cgi](http://www.dss.virginia.gov/family/cc_professionals_resources.cgi)) to qualify for clock hours of training credit, and 2) may not fully meet VDSS Program Director qualification requirements as stated in 22 VAC 15-30-230 A 4 b. Virginia Regional Licensing Office personnel can assist providers in this determination.

\*\* Program Directors - contact your VDSS licensing inspector to determine whether the credentials issued by these organizations meet the "child development credential" requirements as stated in Standards for Licensed Child Day Centers (22 VAC 15-30-230 A 4 b).

Inclusion of training, education and professional organizations is for informational purposes only and does not imply endorsement of any program contained herein.